

## **Industry Days for the Portsmouth Infrastructure Support Services Draft Request for Proposal No. DE-SOL-0006421**

During the week of July 14, 2014, the Department of Energy (DOE) will conduct a Pre-Solicitation Conference, Site Tour and One-on-One Sessions for all parties interested in the Portsmouth Infrastructure Support Services procurement. The draft Request for Proposal (RFP) for this procurement is not yet released but it is expected to be released before July 4, 2014. These activities are for informational purposes only. Attendance at any or all these events is not mandatory. The government will not reimburse any contractor for expenses related to attendance at these activities.

### **Pre-Solicitation Conference**

The Pre-Solicitation conference will be held on Tuesday, July 15, 2014 at the Ohio State University (OSU) Endeavor Center Research and Development Building Auditorium located at 1864 Shyville Road, Piketon OH 45661. Check-in for the conference will begin at 8:30am. The conference will begin at 9:00am and will end at approximately 11:30am. The OSU auditorium can accommodate up to 70 attendees. Depending on the number of interested companies and company representatives registered, DOE reserves the right to limit the number of attendees to no more than two (2) representatives per company, in which case DOE will post that specific information in a future update.

No cell-phones, recording copying or transcription devices will be allowed in the conference room by attendees. Only DOE may record the Pre-Solicitation Conference. Slides presented at the Pre-Solicitation Conference will be subsequently posted on the Portsmouth Infrastructure Support Services procurement website at <https://www.emcbc.doe.gov/SEB/PortsmouthISS>

### **Site Tour**

The Portsmouth Site Tour will also be held on Tuesday, July 15, 2014 starting at 12:30pm and is expected to last approximately 90 minutes. Tours busses will depart from and return to the OSU center and will transport participants around the Portsmouth Site. The tour will generally consist of driving throughout the site, a more extensive tour, including entry in various facilities, may be conducted after the release of the final solicitation. You must bring a State or Federal Government Issued photo ID to attend the tour (driver's license, military ID, passport, Federal agency site ID, etc.). Only U.S. citizens will be allowed to participate in the tour.

It is recommended that all participants dress casually and wear comfortable walking shoes (no open-toed shoes or high heels). Safety shoes are not required; however, shoes worn shall be closed-toe, made of leather or other substantive materials (not cloth). If special accommodations are required, please notify DOE when registering for the tour.

Security requirements dictate that all participants remain with the tour group for the duration of the tour. There are also several prohibited/controlled items that are not allowed at the Portsmouth Site. These items are firearms or dangerous weapons, alcoholic beverages, illegal drugs and paraphernalia, chemical irritants, and items prohibited by state and federal law. Other items not allowed on the tour are copying devices, electronic recording devices, cameras, radios, cellular telephones, blackberries (an emergency number will be available), and knives with blades more than three inches long. Contraband brought to the Portsmouth Site will be confiscated.

Please be aware that all hand carried items (packages, briefcases, handbags, purses, etc.) will be subject to inspection. The DOE will not be responsible for securing any items during the tour so it is recommended they be locked in your vehicle. Please keep hand-carried items to a minimum.

The site tour is for informational purposes only. A prepared script will be used for the site tour and will be available on the procurement web site after the tour is conducted. Any statements and/or representations made during the tour are not binding in any way on DOE or in any respect to the Portsmouth Infrastructure Support Services procurement.

The Portsmouth facilities tour will be limited to no more than **two (2) representatives** per company. Tour attendance will be filled on a first-come, first-serve basis based on registration. Please register as soon as possible to guarantee attendance.

### **One-on-One Sessions**

DOE will hold one-on-one sessions to obtain constructive input from interested firms regarding changes DOE can make to the Draft RFP in preparation for the issuance of the Final RFP that will result in proposals being received that demonstrate a comprehensive understanding of the requirements from both a technical and a price perspective. The one-on-one sessions are provided as an opportunity for interested parties to present their thoughts and suggestions on the Draft RFP and are not a question and answer forum. No recording, copying or transcription devices will be allowed during the one-on-one sessions by attendees.

DOE will consider all input, will not attribute the input received to any other participant, and will protect any information identified as business sensitive. DOE is not requesting and will not accept any company marketing material. Any presentation materials shall be in hard copy. Computer equipment will not be provided nor allowed. Note that draft RFP for this procurement is not yet released but it is expected to be released before July 4, 2014. Once the draft RFP is released, DOE will post the various areas of consideration DOE has identified and will be seeking feedback at the One-on-One sessions.

The One-on-One meetings will be held at the same facility as the Pre-Solicitation conference, the Ohio State University (OSU) Endeavor Center Research and Development Building Auditorium located at 1864 Shyville Road, Piketon OH 45661. Following are the available time slots for the one-on-one sessions:

Wednesday, July 16, 2014

8:00 AM to 8:45 AM	1:30 PM to 2:15 PM
9:00 AM to 9:45 AM	2:30 PM to 3:15 PM
10:00 AM to 10:45 AM	3:30 PM to 4:15 PM
11:00 AM to 11:45 AM	4:30 PM to 5:15 PM
12:30 PM to 1:15 PM	5:30 PM to 6:15 PM

Attendance to the One-on-One meetings will be limited to **three (3) representatives** for each company. Firms interested in submitting a proposal as part of a joint venture may request to participate together in the One-on-One meeting. Similarly firms interested in submitting a proposal as a prime contractor lead entity may participate along with personnel from their key subcontractors and/or teaming partners.

Time slots for the one-on-one sessions will be filled on a first come first serve basis. Please identify the top three preferred time slots in the request for participation for the one-on-one sessions. DOE will confirm your time slot, once registration for the event is closed.

### **Registration Information**

Interested companies shall submit a list of attendee(s) via e-mail to [Wilmari.delgado@emcbc.doe.gov](mailto:Wilmari.delgado@emcbc.doe.gov) no later than 3:00 p.m. Eastern Time on July 10, 2014. This list should indicate whether the company representatives plan to attend the Pre-Solicitation Conference, Facility Site Tour, One-on-One meetings, or all activities. In addition, please identify a single point of contact for future correspondence. For the tour, DOE must have a completed Site Tour Registration Sheet (attached) for each visitor by 3:00 p.m. Eastern Time on July 10, 2014. Due to security concerns and the amount of time necessary to process requests from foreign nationals, only U.S. citizens may attend the events. If you register but cannot attend, please notify [wilmari.delgado@emcbc.doe.gov](mailto:wilmari.delgado@emcbc.doe.gov) as soon as possible.

Questions will not be entertained during the Pre-Solicitation Conference, Site Tour or One-on-Ones. However, interested parties are invited to submit comments pertaining to the Draft RFP and/or the site tour on 3 x 5 inch cards during the event or via the e-mail address at [PortsISS@emcbc.doe.gov](mailto:PortsISS@emcbc.doe.gov).